

**Phased Array Radar Project (PARP)
Joint Action Group (JAG) Meeting Summary
7 Dec 04**

1. In accordance with paragraph 5.d. of the draft Terms of Reference (TOR), the following meeting summary is being submitted for your review and comment.
2. Meeting started promptly at 0800 with administrative comments from the executive secretary followed by a welcome and introductions from our co-chairs and “around-the-room” introductions from those in attendance.
3. The morning and part of the early afternoon was taken up by five extremely informative briefings that were presented to the group. These briefings can be found on the website referenced within the draft TOR.
4. Several action items were established during the afternoon session.
 - a. Executive Secretary. Update the current PARP/JAG roster. Changes are attached, shown in blue, and include: (1) Changing status of Dr Nelson (NSF) from “M” to “O”; (2) changing status of Mr. Spaulding (AFWA) from “CC” to “SME”; (3) adding to the “CC” list, Mr. Leonard*, Ms Batista, and Mr Heimmer; (4) adding as “Observers”, Mr Sen and Dr Gerlach; (5) adding as an “Alternate” FAA member, Mr. Paul.

* note: Mr. Ken Leonard may replace Mr. Rick Heuwinkel as the FAA member.
 - b. Executive Secretary. Update the draft TOR to incorporate changes requested by the JAG. Changes are attached. Revisions include: (1) Deleting the reference list in the TOR in favor of a single reference to the PARP website. This will allow for easier updates of references – should they change or additions are required; (2) Deleting the word “weather” in the references Phased Array Weather Radar Project. This allows the stakeholder population to include potential non-weather phased array radar users. (3) Other minor changes to paragraphs 2, 3 and 4.
 - c. Mr. Ken Leonard. Determine whether or not FAA would like to change their PARP JAG member from Mr. Heuwinkel to Mr. Leonard.
 - d. Co-chairs and executive secretary. Provide a draft PARP needs, benefits, constraints questionnaire and associated guidance to the JAG members for comment by 1 Jan 05.
 - e. JAG members. Provide comment on draft questionnaire and guidance by 10 Jan 05.
 - f. Co-chairs and executive secretary. Coordinate and integrate comments into final version of questionnaire and guidance and sent to stakeholder agencies for action by 15 Jan 05.

g. JAG members. Return questionnaires with comprehensive responses back to co-chairs by 28 Feb 05.

h. Co-chairs and executive secretary. Consolidate inputs from JAG members and prepare for presentation at the next scheduled PARP JAG meeting, tentatively scheduled for 15 Mar 05.

5. The PARP co-chairs established a target dates to complete the work of the JAG as the end of the fiscal year.

Robert J. Rizza, Lt Col, USAF
Executive Secretary, PARP Joint Action Group